



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY GARRISON MANNHEIM**  
**UNIT 29901**  
**APO AE 09086**

**AUG 28 2006**

IMEU-MAN-ZA

MEMORANDUM FOR United States Army Garrison Mannheim Family Housing Residents

SUBJECT: Policy for Use of Privately-Owned Shade/Shelter Structures

1. Purpose. To provide guidance in regards to the use of privately-owned shade/shelter structures in common areas of Army family housing (AFH) and in unaccompanied personnel housing (UPH), i.e., senior enlisted bachelor quarters (SEBQ) and Soldiers quarters or barracks.
2. Applicability. This policy applies to all residents of on-post AFH and UPH government quarters in the USAG Mannheim.
3. In this policy shade/shelter structures refer to tents, canopies, umbrellas, awnings, and similar structures. Common areas refer to open grounds areas in the front, back, sides and between buildings that are shared by all residents.
4. Policy. Residents may erect privately-owned shade/shelter structures in the common areas of the housing areas under the following conditions:
  - a. No structure will be erected and left in place for more than 7 consecutive calendar days. Disassembling the structure during or after the 7-day period and re-erecting it a day or so later or moving it to a different location is not within the intent this policy and is not authorized. Shade/shelter structures will be completely disassembled and stored after the 7-day period.
  - b. Due to the lack of gazebos in Area A (Grant Circle), those residents are permitted to leave privately-owned structures erected in the common areas of their housing area for more than 7 calendar days. This authorization will remain in effect until funds are available to erect gazebos in the area.
  - c. Shade/shelter structures will be properly secured to ensure stability of the structure to preclude injury to anyone in the vicinity of the structure.
  - d. Grass areas under shade/shelter structures will not be covered with mulch, bark, bonestone, or any other substance that will damage the grass.
  - e. The area in and around any structures left in place for a 7-day period must be kept clean and free of trash and debris. Lawn furniture, kiddie pools, toys, grills, etc., will not be left under the structure during the 7-day period. Such items will be removed and properly stored after each use.
5. This policy is effective immediately and will be included in the next revision of the United States Army Garrison (USAG) Mannheim Family Housing Resident Handbook.

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6. The USAG Mannheim point of contact for this issue is Ms. Tia Greenwood, Chief, Housing Division, at DSN 385-2611/CIV 0621-730-2611 or via e-mail at [tia.greenwood@us.army.mil](mailto:tia.greenwood@us.army.mil).

  
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